

TOWN OF TRUMBULL, CONNECTICUT
DEPARTMENT OF FINANCE
REQUEST FOR TIME AND ATTENDANCE SYSTEM
REQUEST FOR PROPOSAL

BID # 6092 DUE: JANUARY 23, 2015 AT 2:00PM

Addendum # 2

AMENDED SPECIFICATIONS 1-13-2015

QUESTIONS THAT WERE ASKED

- Please confirm the total number of employees to be tracked on the system is up to 500? Does the town ever go over 500 employees?
- How many managers/supervisors/administrators will need access to the system to make approvals or edits?
- Is it desired to have the system installed on servers at the Town (Customer hosted), or on the Vendors servers (Vendor Hosted)?
- It is understood that Biometric Time clocks is the preferred method of collecting time. Is there a preference for Biometric Finger or Hand Recognition?
- How would the Town prefer the clocks to communicate?... Standard Ethernet? Power Over Ethernet? Or Wireless?
- Is it desired for any group of employees to punch in/out at a computer or a smart phone?
- Is it desired for employees to view their time sheet, view their schedule, or request time off electronically at a time clock?
- Is it desired for employees to view their time sheet, view their schedule, or request time off electronically at a PC or Smart phone?
- Can we please receive a copy of the bid in word format? There are many pages in the bid that need responses on our side, and we would prefer to type our responses on the pages instead of hand writing them.

ANSWERS THAT WERE PROVIDED

With full timer, part timers and seasonals, we should still be below 500 employees.

With respect to access to the system, this is difficult as we have not made a formal assessment as to who would need access. I would guess between 40 and 50.

With respect to hosting, you should provide pricing options for both scenarios.

With respect to clocks, it is likely that we will not now have a preference of biometrics and you should provide pricing for the various collection options.

With respect to communication of the devices, it is likely we will employ various options depending on the deployment plan and current wiring configurations.

Yes it is desired for employees to view their time sheets, view schedules and request time off.

For word Document Bid Format please Email the Purchasing Agent Kevin Bova

Kbova@trumbull-ct.gov

Proposal documents & Addendums can be accessed from the
Town of Trumbull website (www.trumbull-ct.gov) in the
Purchasing Department Section - link to "Bid Invitations".